

**[Your Name]**

[Street • City • State • Zip Code]

[Phone # • Fax phone # • Messages phone # • Email]

[Date today]

[Recipient's name]

[Company name]

[Address]

[Address]

[Address]

Dear [Recipient's name]:

[When modifying this resignation letter template, start by writing what it is that you're resigning (such as your job title) and the date that you anticipate will be your last day of work.]

[Optional: Include additional information here, such as what you're willing to do to make your resignation smoother for your employer.]

[Optional: Wrap it up by saying thank you. If you go over three paragraphs of just a few sentences each, reconsider what you've written.]

Sincerely,

[Sign here]

[Your name, title]

cc [Names for copies]